Chapter 1

GENERAL

1.1. Introduction. This volume documents the Acquisition and Due-In System (ADIS) (J041) as it applies to buyers and management within the ALC product directorate contracting offices. It gives guidance on buyer furnished data and the forms used to provide these data. It also identifies the J041 products which are distributed to and used by the buyer and contracting management at various levels within the product directorate. Buying cycles and milestones (MS) definitions, data element codes, and other information needed for system record maintenance and product use are included in this volume.

1.2. System Concept and Description. The concept is document tracking and status reporting by progressive file maintenance of previously established system records, as the purchase request/military interdepartmental purchase request (PR/MIPR) goes through the contracting process to contract award. As specific events occur, contracting and requirements provide J041 input to update the appropriate records. Periodically, J041 provides buyers and product directorate management products which depict the current and forecasted status of all PR/MIPRs cross-referenced to their related solicitation or contractual documents. The system also provides periodic summary products identifying quantitative and financial volume of activity as well as frequency and types of delinquencies. These products are useful in identifying and correcting problem areas and for overall contract workload management

1.3. Criticality of Buyer File Maintenance. Timely, complete, and accurate input of buyer furnished data is critical to efficient J041 operation and to buyer support, as well as other mission functions. Input of milestone and contract abstract actions keeps the item manager (IM) and buyer apprised of the current PR/MIPR status, and provides a concise picture of the current workload position. It also enables timely establishment of purchase history records for future buys, and detailed contract records for production surveillance/due-in reporting.

1.4. Responsibilities. HQ AFMC and ALC responsibilities for development, maintenance and support necessary for efficient operation of J041 are in chapter 2. Buyers, contracting management, and data entry personnel will:

1.4.1. Determine and assign proper contracting cycle codes to all PR/MIPRs and other documents received for contract action (paragraph 2.2).

1.4.2. Depending on local procedures (paragraph 3.1), provide either coded milestone information or the data needed to code the milestone transaction on time.

1.4.3. After input of the MS 02 transaction, the buyer or supporting activities should normally do a detailed review of the PR/MIPR package prior to solicitation preparation.

1.4.4. Complete and forward AFMC Form 453, *Buyer Data Abstract*, (chapter 6) on time.

1.4.5. Determine and provide exception reason codes when appropriate (chapter 7).

1.4.6. Upon request, help correct exception conditions caused by erroneous buying division input.

1.4.7. Process (review, analyze, start corrective actions, and so forth) J041 system products as soon as possible after receipt. Report repeated late receipt of system products to the J041 system monitor for initiation of corrective action.

1.4.8. Advise J041 system monitor of any known or suspected deficiency for analysis and corrective action.

1.4.9. Periodically review J041 system operation impacts on the buyer and product directorate, and recommend improvements to the J041 system monitor.

1.4.10. Review PRs for deficiencies/discrepancies and contact the IM for problem resolution and initiation of corrective action.

1.4.11. Coordinate subsequent changes to the PR, such as revisions to the delivery schedule, and so forth.

1.4.12. Data entry personnel will input MS 01 transactions in J041.

Chapter 2

CONTRACTING PROCEDURES ASSOCIATED WITH ALC CENTRAL CONTRACTING CONTRACTS

2.1. General.

2.1.1. The following paragraphs give the basic procedures and actions performed by contracting personnel so the system accurately reflects the internal and incoming PR/MIPRs document status.

2.1.2. All reference to transactions throughout this phase of the system pertains to information portrayed in the data entry process, which is designated so data can be represented in the proper input format.

2.1.3. When the buyer/PCO uses J023 to process automatically prepared BOA orders, purchase orders or delivery orders (ADOs) (DD Forms 1155, *Order for Supplies or Services*), the update of J041 MS 07 and MS 11 will be received through interface from J023 along with the proper contract abstract data. Automated documents prepared by J023 will automatically interface with J041 MS 07 data whenever the document is printed. The buyer/PCO will complete the MS 11 transaction to the extent required for input it to the J023 system.

2.1.4. AFMC has established twenty-six cycles to track and control the processing of central contracting actions within the ALC contracting activity.

2.2. Cycle Definitions.

2.2.1. Buy Cycles. The following cycles track the processing of contract actions which satisfy PR/MIPR requirements. These cycles form the basis for the "BUY ACTIONS" management indicator:

2.2.1.1. Cycle 1 - Sealed Bid Contracting. Use for all purchases by sealed bidding except two-step purchases and partial set-asides. Enter contracts which are 100 percent set-aside for small business, labor surplus area, or balance-of-payments and restricted sealed bidding in this cycle. Enter and complete partial set-asides (both set-aside and nonset-aside portion) in cycles 5, 6, 8, 9, D, or E. Time standard is 75 days.

2.2.1.2. Cycle 2 - Two-Step Contracting. Use for all purchases, whether advertised or negotiated and regardless of estimated or actual dollar value, wherein technical proposals and prices are separately solicited in consecutive steps. Time Standard is 200 days.

2.2.1.3. Cycle 3 - Source Selection. Use for all purchases using source selection procedures according to AFMC FAR SUP 15.612. Time standard is 220 days.

2.2.1.4. Cycle 4 - Small Purchase, competitive. Use for all actions involving solicitation and award using procedures authorized in FAR, Part 13 (Purchases Not More than $25,000). Actions issued according to preestablished price and delivery agreements as defined in cycles L and M won't be entered in this cycle. Use only for awards based on price competition and for all PR/MIPRs under $2,500 unless a Price Evaluation Code (PEC) other than N is used. Time standard is 55 days.

2.2.1.5. Cycle 5 - Negotiated Contract, competitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value of the requirement is from $25,000 to less than or equal to $99,999.99, including anticipated value of options. In this cycle, do not enter PR/

MIPR-generated modifications to existing contracts or actions issued under preestablished price and delivery agreements (other than a simultaneous first order). Award is based on price competition. Time standard is 75 days.

2.2.1.6. Cycle 6 - Negotiated Contract, competitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value of the requirement is from $100,000 to less than or equal to $999,999.99, including anticipated value of options. Do not enter PR/MIPR-generated modifications to existing contracts and actions issued under preestablished price and delivery agreements (other than a simultaneous first order) in this cycle. Award is based on price competition. Time standard is 100 days.

2.2.1.7. Cycle 7 - Small Purchase, noncompetitive. Use for purchases requiring solicitation of price and delivery and award of an order or call according to FAR Part 13 (purchases not more than $25,000). Award is based on other than price competition. Time standard is 70 days.

2.2.1.8. Cycle 8 - Negotiated Contract, competitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value of the requirement is $1 million or more, including anticipated value of options. Do not enter PR/MIPR-generated modifications to existing contracts and actions issued under preestablished price and delivery agreements (other than a simultaneous first order) in this cycle. Award is based on price competition. Time standard is 110 days.

2.2.1.9. Cycle 9 - Negotiated Contract, noncompetitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value is from $25,000 to less than or equal to $99,999.99, including anticipated value of options. Do not enter PR/MIPR generated modifications to existing contracts and actions issued under preestablished price and delivery agreements (other than a simultaneous first order) in this cycle. Award is based on other than price competition. Time standard is 95 days.

2.2.1.10. Cycle D - Negotiated Contract, noncompetitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value of the requirement is from $100,000 to less than or equal to $999,999.99, including anticipated value of options. Do not enter PR/MIPR-generated modifications to existing contracts and actions issued under preestablished price and delivery agreements (other than a simultaneous first order) in this cycle. Award is based on other than price competition. Time standard is 190 days.

2.2.1.11. Cycle E - Negotiated Contract, noncompetitive. Use for negotiated purchases involving the solicitation of offers where the estimated dollar value of the requirement is $1 million or more including anticipated value of options. Do not enter PR/MIPR-generated modifications to existing contracts and actions issued under preestablished price and delivery agreements (other than a simultaneous first order) in this cycle. Award is based on other than price competition. Time standard is 200 days.

2.2.1.12. Cycle F - Letter Contract Issuance. Use for issuing all letter contracts except those issued for a permanent safety modification. Definitize all letter contracts in cycle W. Time standard is 60 days.

2.2.1.13. Cycle J - Permanent Safety Modification Coverage. Use for issuing all contractual actions for Permanent Safety Modification Requirements. Definitize unpriced actions initiated in this cycle in cycles W, X, or Y according to the type of document issued. Time standard is 30 days.

2.2.1.14. Cycle K - Unpriced BOA Order Issuance. Use for issuing all unpriced BOA orders except those issued for a Permanent Safety Modification. Definitize all unpriced BOA orders in cycle Y. Time standard is 30 days.

2.2.1.15. Cycle L - Automated Delivery Order. Use for J023 automated delivery orders (ADO) which are generated from a Automated Delivery Order (DON), in lieu of a PR (AFMC Form 36, *Purchase Request* or AFMC Form 326, *Provisioned Item Order (with Delivery Schedule)*). Time standard is 10 days.

2.2.1.16. Cycle M - Delivery Order, Prepriced order or Call issuance. Use for issuing all PR-generated unilateral actions issued under preestablished price and delivery agreements. If the first order against an indefinite delivery contract is to be issued simultaneously with the basic document, select the cycle for the first order using the estimated dollar value and price evaluation code (PEC) of the basic document (see note, paragraph 2.2.2.4). If the first order is generated after award of the basic, process it and all subsequent orders in this cycle. Typical contractual actions to be processed in this cycle include delivery orders, orders against preestablished or prepriced BOA provisions (including redeterminable order arrangements), catalog contract orders, and orders against prepriced call contracting arrangements. Time standard is 25 days.

2.2.1.17. Cycle N - PR-Generated Contract Modifications. All contract modifications (except change orders requiring definitization, modifications which definitize change orders, and modifications for provisioned item orders) issued to satisfy PR/MIPR line item requirements will be processed in this cycle regardless of dollar value. Time standard is 60 days.

2.2.1.18. Cycle S - Undefinitized Modification (Change Order). Use for issuing all contractual modifications which require definitization. Cycle will start at MS 02 for PR generated modifications or MS 07 for Non-PR modifications. Time standard is 25 days.

2.2.2. Non-PR/MIPR Cycles. The following cycles are established primarily for managerial and administrative purposes to account for the volume and allocation of delivery agreements.

2.2.2.1. Cycle Q - Non-PR/MIPR Modifications (Buyer/ Procuring Contracting Officer (PCO) prepared). Use for inputting buyer/PCO-prepared unilateral and bilateral contract modifications, order amendments, and exhibit revisions resulting from Non-PR/MIPR actions. Typical input for this cycle includes change order definitizations, letter contract definitizations, unpriced order definitizations, claim settlements, additions or alterations of contractual clauses, addition of a new quantity step or quantity range to indefinite delivery contracts and administrative changes. Use this cycle for non-NSN components of parts kits when out for award to multiple contractors. Time standard is 25 days.

2.2.2.2. Cycle T - Non-PR/MIPR Modification. Use for inputting all unilateral and bilateral actions, except modifications for provisioned item orders. Typical input for this cycle includes initial shipping instructions (ISI) and amended shipping instructions (ASI) issuance, contract delivery schedule revisions, and ALC termination contracting officer (TCO)-prepared termination actions. Time standard is 25 days.

2.2.2.3. Cycle P - Modifications for Provisioned Item Orders, provisioned item orders. Time standard is 10 days.

2.2.2.4. Cycle A - Basic Contract Agreements. Use for the input of ALC-prepared no-PR/nonobligating contractual arrangements including Basic Agreements, Basic Ordering Agreements, Blan-

ket Purchase Agreements, and any nonobligating amendments to such basic agreements. Time standard is 55 days.

NOTE:

When a PR requesting a basic indefinite delivery contract and a separate PR for the first order against the contract are received together, process both actions in the same cycle. Select the cycle using the estimated dollar value and PEC of the basic document. When a PR requesting a basic indefinite delivery contract contains the requirement for the first order, process the basic document using cycle A. Select the cycle for the first order using the estimated dollar value and PEC of the basic document. When a PR requesting a basic indefinite delivery contract does not contain a requirement for a first order, select the cycle using the estimated dollar value and PEC.

2.2.2.5. Cycle Z - Miscellaneous J041 input. Use for input of contractual documents prepared by or issued by activities other than the local ALC contracting activity. Typical input for this cycle includes administrative contracting officer (ACO)-issued modifications, plant resident provisioning team-issued provisioning actions, and Contract Administration Office (CAO)-prepared termination settlement agreements. Time standard is 5 days.

2.2.3. Definitization Cycles. The following cycles are set up to track the processing of definitization actions.

2.2.3.1. Cycle W - Letter Contract Definitization. Use this cycle to track the processing of definitization action following issuance of a letter contract. The cycle starts on the day following distribution of the letter contract and remains in effect until final distribution of the superseding definitive document. Time standard is 180 days. MS 11 is the only milestone action that can process against this cycle.

2.2.3.2. Cycle X - Contract Modification Definitization. Use this cycle to track the processing of definitization action following issuance of a modification subject to negotiation and adjustment of contract price or delivery schedule. The cycle starts on the day following distribution of the modification and remains in effect until final distribution of the definitive contract modification. Time standard is 180 days. MS 11 is the only milestone action that can process against this cycle.

2.2.3.3. Cycle Y - Unpriced BOA Order Definitization. Use this cycle to track the processing of definitization action following issuance of an unpriced BOA order. The cycle starts on the day following distribution of the unpriced order and remains in effect until final distribution of the definitive price exhibit and modification. Time standard is 150 days. MS 11 is the only milestone action that can process against this cycle.

2.3. Cycle Matrix.

2.3.1. The Cycle Matrix, table 2.1, is a graphic illustration of the many contracting plans available to ALC central buying personnel. The milestones identified across the top of the matrix identify mandatory milestones presently required in the J041 system. AFMC requires MS 00, 02, 07, and 11, also they are the minimum required for local ALC use. MS 00 will always be 0 days. MS 07 for no-PR/MIPR generated actions will also be 0 days.

2.4. Cycle Selection.

2.4.1. Cycle selection is the key to management control and status of individual contractual document processing. So, input the MS 02 transaction as early as practicable after contracting receives a PR/MIPR.

2.4.2. The buyer selects the contracting cycles when completing the MS 02 information or in the case of non-PR actions, the MS 07 information. Select all of the cycles except 4, 5, 6, 7, 8, 9, D, and E on the basis of the type of contractual document to be issued. Select cycles 4, 5, 6, 7, 8, 9, D, and E on the basis of PR/MIPR estimate, method of solicitation, and whether competition exists.

2.4.3. The contracting activity buying offices may consolidate several PR/MIPRs on one solicitation and, subsequently, one award. The total estimated amount of the purchase requests governs the cycle code to be used. For example, assuming that five PRs will be consolidated on one request for proposal (RFP), the buyer selects the cycle code applicable to the total amount.

2.5. Cycle Change. It's important to choose the correct cycle code for each contractual action. There are some situations where it is permissible to change the contracting cycle following initial selection. A change to the contracting cycle applies under the following conditions:

2.5.1. Take extreme care to ensure the correct cycle codes are selected for each contractual action at the outset. When PR/MIPR amendments, consolidations, or other unforeseeable conditions arise which would cause the contracting cycle selected on the basis of the PR estimate to be incompatible with the actual award cycle, the action may be completed in the longer cycle. Do not change actions in process to shorter cycles regardless of the actual award document issued.

2.5.2. Receipt of PR/MIPR amendments which increase the purchase value so the PR/MIPR will qualify for the next longer (time) cycle within the price competition or other than price competition definition.

2.5.3. Receipt of proposals which change the method of price evaluation so the action now qualifies for a longer cycle. (Example: If the buyer assigned the original cycle based on price competition and only one proposal is received which requires pricing by other than price competition, change the cycle to the appropriate other than price competition cycle.)

2.5.4. Other conditions which would cause the contracting cycle selected on the basis of a PR estimate and competitiveness to be incompatible are:

> Pre-Award Survey
>
> Surplus Buy
>
> Reprocurement Data
>
> 8(A) Set Aside
>
> First Time Competitive
>
> Proposal or Quotation Exceeds Dollar Threshold

2.5.5. When a purchase is in process and unforeseen conditions require an unpriced order or letter contract be used to complete the acquisition, do not change the cycle code to reflect the method used. However, the MS 1B transaction must contain the proper type instrument code to start the definitization cycle.

2.5.6. J041 will accept cycle changes after processing the MS 11 transaction. You must process the change prior to the end of the monthly preaward process and ensure it is compatible with the type instrument.

2.5.7. Contracting has not established a separate cycle to record the status of ALC Commander Approved Emergency Contracts. Process such actions according to AFM 67-1 and the local ALC implementing directives. When the emergency requirement is received, enter the action into the proper cycle based on the document to be issued.

2.5.8. Process all bilateral contract modifications issued to satisfy PR/MIPR line item requirements in cycle N. Do not enter such actions in the longer buy cycles. When the nature and complexity of the requirement will not permit timely completion of the action within the cycle standard, give consideration to the propriety of the contemplated action (whether issuance of a change order or new contracting action would be more appropriate to the requirement than bilateral modification). Management at two levels above the buyer/contracting officer may individually authorize the use of the special exception code 55 along with appropriate contract modifications meeting the stated exception criteria.

2.6. Milestones. Contracting has established a maximum of 12 milestones to record progress and current status of a contracting action. The number of milestones used to record contracting action progress will vary according to the complexity and nature of the action contemplated. J041 will automatically generate the milestone transaction required for any contracting action. AFMC requires certain milestones to be input to J041, the remainder being optional to the ALC.

2.6.1. The milestones for the Contract Award and Modification Cycles (table 2.1) are:

2.6.1.1. MS 00 - PR/MIPR receipt in the contracting activity (Required). This milestone establishes a record of the PR/MIPR in contracting. There is a three day processing cycle standard from release of the document by the requirements activity to pickup by the contracting activity. AFMC requires MS 00. Enter branch code in the MS 00 transaction when a buy is in process for that stock number and has not processed beyond MS 02.

2.6.1.2. MS 01 - Buyer Assignment (Optional). This milestone is complete and the milestone transaction is input when the PR/MIPR has been assigned to a buyer. This milestone establishes the buyer identification in J041 for the particular document involved. Enter Buyer/ Section code in the MS 01 transaction when a buy is in process for that stock number and has not processed beyond MS 02.

2.6.1.3. MS 02 - Cycle Selection (Required). This milestone is complete and the milestone transaction is input when the buyer has determined the cycle in which the PR/MIPR will be processed and has obtained the solicitation number, if applicable. AFMC requires MS 02. BSB code must be entered in the MS 02 transaction when a buy is in process for that stock number and has not processed beyond MS 02.

2.6.1.4. MS 03, 04, 05, 06 are for optional use at the discretion of each ALC. The using ALC will develop milestone definitions.

2.6.1.5. MS 07, Request for Contract (Required). This milestone is complete and the milestone transaction is input when (as a minimum) the contract negotiator requests manual or automated preparation of the contractual document. For PR actions, the ALC may use some discretion as to precisely when the MS 07 is input. However, since non-PR cycles begin with MS 07, it is essential the cycle start in a timely manner. Therefore, non-PR MS 07 transactions should be input at the

time the document is sent to contract preparation. Either buying personnel or data entry personnel can do this at the time the document is received. AFMC requires MS 07.

2.6.1.5.1. Automated. When the J023 system is used, the MS 07 transactions will be identified as Type Line Item H. No coding is required on the MS 07 transaction in this instance as the Purchasing Instrument Identification Number (PIIN) and Contract Line Item Number (CLIN) identity will interface to J041.

2.6.1.5.2. Nonautomated. If the action can't be completed in J023, the MS 07 transaction(s) must be coded with required data. Data entry personnel will directly input this transaction to J041.

2.6.1.6. MS 08, 09, and 10 are for optional use at the discretion of each ALC. The using ALC will develop Milestone definitions and time standards.

2.6.1.7. MS 11, Final Distribution (Required). This milestone is complete when the contract has been distributed. When the contractor has been notified orally of the Government's intent to accept the offer, make the final distribution to complete this milestone; enter the date of the original notification to compute the buy cycle completion. Complete and input the MS 11 information either in the J023 or J041 system, depending upon whether the action is automated or manual. AFMC requires MS 11.

2.6.2. Milestones for Definitization Cycles (table 2.1). See chapter 4 for processing instructions.

2.6.3. Milestones for Cycle 3 (Source Selection):

2.6.3.1. MS 03, Solicitation Distribution, is complete when the Source Selection Advisory Council (SSAC) establishes the evaluation criteria, assigns a weighing factor to each item, establishes the Source Selection Evaluation Board (SSEB), prepares the RFP, and releases the RFP.

2.6.3.2. MS 04, Proposal Received, is complete when the preproposal conference is conducted and proposals are received.

2.6.3.3. MS 05, Technical or Cost Evaluation, is complete when RFP evaluation and clarification actions are completed, contracts have been negotiated, and SSEB overall briefing given to the SSAC.

2.6.3.4. MS 07, Contract Preparation, is complete when the SSAC has selected the successful contractor.

2.6.3.5. MS 08, AFMC/CC approval, is complete when the AFMC Commander's formal approval is received.

Table 2.1. Cycle Matrix for Contract Award and Contract Modification.

	*J041 PREAWARD CYCLE TIME STANDARDS				
MILE-STONES*					
	00	**02**	**07**	**11**	**TOTAL**
CYCLES	(DAYS)	(DAYS)	(DAYS)	(DAYS)	(DAYS)
1	0	X	X	X	75
2	0	X	X	X	200
3	0	X	X	X	220
4	0	X	X	X	55
5	0	X	X	X	75
6	0	X	X	X	100
7	0	X	X	X	70
8	0	X	X	X	110
9	0	X	X	X	95
D	0	X	X	X	190
E	0	X	X	X	200
F	0	X	X	X	60
J	0	X	X	X	30
K	0	X	X	X	30
L	0	X	X	X	10
M	0**	X	X	X	25
N	0	X	X	X	60
S	0**	X	X	X	25
A			0	X	55
P			0	X	10
Q			0	X	25
T			0	X	25
Z			0	X	5
W				0	180
X				0	180
Y				0	150

*Optional milestone days may be included in individual ALC matrix
**If action is not PR/MIPR generated, days will start at MS 07.

Chapter 3

PURCHASE REQUEST PROCESSING AND DEFINITIONS

3.1. General. The following procedures govern the initial actions required to maintain information within J041 for contractual actions generated by a PR/MIPR. Local management may modify, at their option, the procedures in this chapter on the exchange of milestone information and related data between buying personnel and the data systems office. The buyer or his/her management provides the data needed to ensure a timely and accurate update of J041 system records.

3.2. Purchase Requests (Milestones).

3.2.1. During the PR/MIPR preparation phase, J041 mechanically suspends MS 00, and 02 transactions to await receipt of an approved PR/MIPR. The system produces the purchase history record (PHR) and sends it to the PR/MIPR control desk.

3.2.2. The PR/MIPR control desk, upon receipt of the PR/MIPR within contracting, including reworks being returned to contracting following rework, will input the MS 00 transaction with the proper branch and section, for processing in the J041 system.

3.2.3. The control desk forwards the PR/MIPR package and PHR to the appropriate buying section. When the proper buying section receives the PR/MIPRs, Contracting management should identify the proper buyer code for the milestone processing and forward it to the office responsible for input to J041. Contracting management then sends the PR/MIPR package to the buyer.

3.2.4. When all line items on the PR/MIPR are to be placed on a single solicitation document and there is no PR/MIPR consolidation, buying section will provide MS 02 data: BSB, cycle, solicitation number. If a consolidation or split solicitation is used, the buyer prepares milestone 02 data and sends it to the office responsible for J041 coding for each PR/MIPR line item applicable to the solicitation line item. When a PR line item quantity is split into two or more solicitation line items on the same solicitation, code a MS 02 transaction for each solicitation line item which contains a part of the PR line item quantity. Upon completing MS 02, the buyer will provide the milestone 02 information noting the following information: Asterisk procedures may only be used when a PR has 2 or more line items. J041 will perpetuate the PR/MIPR line item number, from each line item on the PR/MIPR, to the solicitation line item number. One and only one MS 02 action can be submitted against multiline PR/MIPR assignment.

3.2.5. The MS 02 transaction can be used to change the branch, section, buyer codes.

3.2.6. Take the utmost care when a PR/MIPR line item is split at MS 02. Careful adherence to the above instructions will help prevent errors. The following example illustrates the correct procedure for a split: PR no. FD2040-93-56412, line item 0001, line item quantity of 500 is split into two solicitations, each with a quantity of 250:

PR	LI	QTY	SOLIC	LI	QTY
FD2040-93-56412	0001	250	35846	0001	250
FD2040-93-56412	0001	250	35847	0001	250

J041 requires two MS 02 transactions for PR line item FD2040-93-56412 (0001).

3.2.7. Input a MS 07 transaction for each solicitation line item applicable to a contract.

3.2.8. At MS 07, the buyer/contracting officer may determine the two solicitations will be split into four awards.

SOLIC	LI	QTY	PIIN	CLIN	QTY
Q5846	0001	125	F04606-93-C- 1574000000	0001	125
Q5846	0001	125	F04606-93-C-1575000000	0001	125
Q5846	0001	125	F04606-93-C-1576000000	0001	125
Q5846	0001	125	F04606-93-C-1577000000	0001	125

Prepare four MS 07 transactions, each with a quantity of 125 and each identified to PR line item FD2040-93-56412(0001). Any unused quantity retains status until a MS 02 or an MS 07 transaction updates it. Send the MS 07 transaction to data entry personnel for input.

3.2.9. A PR/MIPR line quantity can be split into a maximum of five parts. Do this by splitting the total PR/MIPR quantity to five solicitation line items as in the following examples:

3.2.9.1. Example 1 (Different Solicitations):

PR LI 0001 qty 25

Solic B1233 LI 0001, qty1

Solic B1234 LI 0001, qty4

Solic B1235 LI 0001, qty2

Solic B1236 LI 0001, qty3

Solic B1237 LI 0001, qty15

25

3.2.9.2. Example 2 (Same Solicitation):

PR LI 0001 qty 25

Solic Q1061 LI 0001, qty1

Solic Q1061 LI 0002, qty7

Solic Q1061 LI 0003, qty5

Solic Q1061 LI 0004, qty8

Solic Q1061 LI 0005, qty4

25

3.2.10. Associating the Solicitation to the PIIN. When the buyer prepares the contract document, the buyer must remember that in the J041 system solicitation, solicitation line item and solicitation quantity must be associated to the PIIN, CLIN, and CLIN quantity. A solicitation line item quantity cannot be split to more than five CLINs.

3.2.10.1. Example 1 (Same CLIN)

Solic LI 0001, qty 15

PIIN No. 1, CLIN No. 0001, qty6

PIIN No. 2, CLIN No. 0001, qty2

15

PIIN No. 3, CLIN No. 0001, qty2

PIIN No. 4, CLIN No. 0001, qty4

PIIN No. 5, CLIN No. 0001, qty1

15

3.2.10.2. Example 2 (Different CLINs)

Solic LI 0001, qty 15

PIIN No. 6, CLIN No. 0001, qty1

PIIN No. 6, CLIN No. 0002, qty3

PIIN No. 6, CLIN No. 0003, qty5

PIIN No. 6, CLIN No. 0004, qty2

PIIN No. 6, CLIN No. 0005, qty4

15

3.3. Consolidating Two or More Solicitations Into One Contractual Document. When two or more solicitations are to be consolidated into one contractual document, the buyer/contracting officer must submit all MS 07 transactions for all solicitation line items to be placed on the contractual document. The following rules apply:

3.3.1. Contracting can consolidate two or more solicitation line items into one contract line item only if they are both (all) for the same stock number, program year funds citation, and (if applicable) war readiness material (WRM)/peace time operating spares (POS) indicator.

3.3.2. Take extreme care to ensure the correct solicitation line item number (milestone 07 transaction) is identified as it relates to the corresponding CLIN (by stock number as shown on the solicitation document(s) versus the contract document).

3.3.3. Show the same buyer and cycle codes for all solicitation line items which are to be consolidated on one contractual document. Do this before submitting the MS 07 transactions, unless the solicitation line items are to be split into two or more contractual documents. In this situation, make the buyer and cycle changes after the MS 07 transactions are submitted.

3.4. Maximum Possible Split of PR/MIPR LI to CLIN. One PR line item can be split to a maximum of five solicitation line items and one solicitation line item can be split to a maximum of five contract line items. This provides a maximum of 25 contract line items for any PR/MIPR line item.

3.5. MS 07 Transactions for Orders against IQ Contracts. When inputting sources solicited and offers received in the MS 07 transactions on orders against IQ contracts, enter the actual number of sources and offers received when awarding the basic contract.

3.6. MS 07 Transactions for Contracts with First Articles. Generate two MS 07 transactions for all contracts which have a first article. Normally, the line item for the first article is 0001AA with a quantity of one, with line item 0001AB reflecting the remaining quantity and total dollar amount. The following example will clarify the MS 07 transaction coding:

Contract

	Line Item?	
Contract Number	Number	Qty
F04606-93-C-6102000000	0001AA	1
(First Article)		
F04606-93-C-6102000000	0001AB	99

The total quantity shown on the purchase request for the above example would be 100. The example above in no way changes your contract preparation. This example is for J041 system purposes only. The coding clerk would code these MS 07 transactions as a split. Code the PR number, PR line item number, and quantity on the MS 07 transactions. (Do not use the computer-generated MS 07.)

3.7. MS 08, 09, 10, 11 (Optional).

3.7.1. Data services will send to the J041 coding section the MS 08, 09, 10, and 11 transactions generated by MS 07 input.

3.7.2. Submit the MS 08, 09, and 10 transactions for processing at the proper time, as defined by the local ALC.

3.8. PR/MIPR Amendments. Amendments have no cycle and are considered automatically released to contracting when entered. The following occurs:

3.8.1. If an amendment has no line item impact, process the MS 00 and MS 02 transactions.

3.8.2. If the PR is awaiting MS 02 and a MS 00 transaction is submitted for the amendment, attach the amendment to the basic PR/MIPR for processing. If the amendment adds a line item, hold the MS 02 transaction for the new PR/MIPR line item with the rest of the line item 02 transactions for further processing. If the amendment changes the quantity on an existing PR/MIPR line item, delete the old MS 02 transaction for this line item and replaced with the new MS 02 transaction.

3.8.3. If the basic PR/MIPR is beyond MS 02, process an MS 02 transaction for each line item affected by the amendment. The following will occur:

3.8.3.1. If the buyer intends to meet the requirements of the amendment by processing it with the basic PR/MIPR, the buyer should enter the same solicitation number as the basic PR/MIPR line item. The amendment will then be merged with the basic for all subsequent processing.

3.8.3.2. In the event the buyer must accomplish the requirements of the amendment by a separate contractual action, the buyer must process the MS 02 transaction showing the proper quantity and the new solicitation number and solicitation line item number. All subsequent processing will be a separate action.

3.8.4. Process total cancellation amendments as follows:

3.8.4.1. If the basic PR/MIPR is not yet beyond MS 02 processing, the amendment MS 00 will cancel the basic document along with all associated line items and prior amendments.

3.8.4.2. If the basic PR/MIPR is beyond MS 02, process the amendment MS 00. The buyer will either initiate the processing of the MS 02 transaction to cancel the PR/MIPR requirement or will process a MS 00 correction transaction for the amendment citing the appropriate return for rework exception code to reject the amendment.

3.8.5. BX amendment. If the basic and preceding amendment(s) have previously been awarded and cleared the system and a new amendment to the basic PR/MIPR comes into contracting, process a MS 00 to accept the amendment or process a C00 transaction to reject the BX amendment.

3.9. Document Aging. The following items set forth the way by which a Date in P is established:

3.9.1. J041 automatically assigns the processing date as the Date in P in the MS 00 transaction.

3.9.2. When a preinvitation notice award is used and the proper code is entered in the MS 02 transaction, J041 extends the remaining time to complete the cycle an extra 15 days over the normal standard for the selected cycle.

3.9.3. For non-PR actions entering the system at MS 07, the buyer/contracting officer may enter the actual Date in P in the MS 07 transaction; if a date is not entered, J041 will automatically assign the MS 07 transaction processing date as the Date in P.

3.9.4. For definitization cycles, the Date in P will be the date of award which is entered in the MS 11 transaction for the unpriced action.

3.9.5. It will not be possible to change the Date in P for PR/MIPRs while a document is in contracting. When two or more PR/MIPRs or increments are combined on a single contractual document, age will be based on the oldest PR/MIPR or increment thereof.

3.9.6. For PR/MIPRs which have been returned for rework and subsequently resubmitted to contracting, keep the original Date in P in the record, but base future document aging and reporting on the original Date in P minus the number of days spent in for rework. When return is based on exception reason codes 82, 83, 84, 85, 87, or 8J, base aging upon the date received in contracting from rework to allow for resolicitation with no other consideration for time in rework.

3.9.7. Certain exception reason codes (ERC) will suspend document aging. These are ERC 07 and 65. See chapter 7 for explanation.

Chapter 4

NON-PR ACTIONS

4.1. Cycle and Transaction for Non-PR Actions. Cycles A, P, Q, T, and Z will always start in MS 07. Cycle S will start at MS 00 if it originates from a PR/MIPR requirement; otherwise, it will start at MS 07.

> 4.1.1. To start any non-PR action at 07, the buyer will provide the following data which is input by the coding section:

Block	Remarks
(1) Status	Enter C.
(2) PIIN	Enter PIIN number.
(3) PIIN Supp	Enter PIIN Supp. (Enter zeros if order or modification number is not applicable.)
(4) Milestone	Enter 07.
(5) Branch, Section, Buyer	Enter Proper Code
(6) Date in P	Enter proper date. If left blank, processing date will be assumed as Date in P.
(7) Cycle Code	Enter proper cycle code.
(8) Number of Line Items	For provisioning modification only, If cycle other than P, zeros are mechanically assigned.

> 4.1.2. After processing the Non-PR MS 07, the action will proceed in the same manner as the PR generated cycles.

4.2. Issuance and Definitization. This paragraph applies to any action that causes issuance and definitization of contractual actions. This will cover actions with the following type instrument codes:

> L - Letter Contract Issuance
>
> N - Unpriced BOA Order Issuance
>
> S - Undefinitized Modification (Change Order) Issuance

4.2.1. When one of the preceding type instrument codes is included in the MS 1B contract data transaction (transaction code 1B), J041 will establish a definitization suspense record for the document with cycle codes W, X, or Y. The Date in P will be the date of award cited in the MS 11 for the issuance, and the action will appear on status products (4DA, 4JE, 5WA) awaiting MS 11. Also, a message "Definitization Suspense Record" will appear for the action on the Daily PR/MIPR Status (4DA). and Daily non-PR/MIPR Status (4DA, Part 2)

4.2.2. When a definitization action is established in cycles W, X, or Y, input a MS 11 transaction to J041 to remove the definitization suspense record, when a definitization mod against a contract or given change order has been accomplished. ERC, BSB change or deletion are the only other input for this action since its only purpose is to suspense the completion of definitization.

4.2.3. Process letter contract and unpriced BOA order issuances the same way as any other basic contract except that no dollar balancing is required. Input of CLIN prices is not required. J041 assigns

zeros and no money is passed to postaward on the PAE records. After monthly reporting of the issuance, the line items will be dropped in preaward and the definitizing mod will be processed just like any other non-PR mod covered earlier in this chapter. The data processing section must code the CLIN unit price and any other data changed or added by the mod must be coded directly into postaward. Buying division personnel use the monthly Line Item Definitization report, Section II, PCN: A-J041.-5WA-M5-M50 to ensure that individual line items are definitized (paragraph 5.1).

4.2.4. When a definitization suspense record is not established due to improper type instrument code, data entry clerk will input a non-PR MS 07 to create the definitization suspense record.

Chapter 5

MISCELLANEOUS ACTIONS

5.1. Line Item Definitization Processing. The J041 system has been designed to identify line items requiring price and schedule definitization. A time limit of 180 days with a prior notice of 30 days is provided to alert the PCO that definitization is due. If a definitization time standard cited on the contract exceeds the 180-day limit, buying personnel can adjust the suspense record and standard. Contact the data entry personnel for assistance. This information is displayed on the Line Item Definitization Report (5WA). Section I of the report covers provisioned items and Section II covers change orders, letter contracts, and unpriced orders.

5.2. Definitizing Delivery Schedules for Contract Line Items Involved with First Article Requirements. Those contract line item schedules that stipulate delivery will be made in a stated number of days subsequent to the government's acceptance of the first article, do not require a contract modification for definitization. Upon receipt of an official notice of acceptance of the first article from the PCO, buying and administrative personnel will compute the actual delivery dates for each applicable schedule; process a PDG transaction for each applicable schedule. This action establishes firm schedule dates in the local J041. Data entry clerk will establish firm schedule dates in J041.

5.3. Purchase Requests for Parts Kits. When parts kits are broken out for award of components to several contractors, process the kit stock number as a PR action. Process the remaining nonstock numbered components separately as non-PR actions in cycle Q and type Instrument code Z (negotiated) or C (priced BOA order). If the product division determines an NC or ND stock number (SN) is required, the IM will be asked to assign the NC/ND number by PR amendment to the line item. This will process through the normal J041 contracting cycle. Note, only those components purchased from the contractor who assembles the kit will be input to purchase history against the kit SN. Purchase history will, therefore, not show the total cost of the SN parts kit.

5.4. Contract Delivery Schedules**.**

> **5.4.1.** State the delivery of requirements in the clearest manner possible to make sure there is no misunderstanding in coding contract delivery schedules.

> **5.4.2.** Use specific calendar dates when practical. After receipt of Orders (ARO) convert delivery terms to calendar dates and input into the system (postaward only).

5.5. Manufacturer Codes. The following tells how manufacturer codes are assigned. Do not distribute contracts without a permanent code.

> **5.5.1.** The buyer will:

>> **5.5.1.1.** At the time of contract number assignment, screen the Defense Logistics Information System (DLIS) and the locally published list of newly assigned codes to determine if a code has been assigned to a contractor.

>> **5.5.1.2.** If no code has been assigned, request a code from the designated manufacturer control clerk.

5.6. Buyer Procedures for Generic Stock Numbers**.** (Acquisition Advice Code W).

5.6.1. Assign acquisition advice code W to identify a generic stock number for use in solicitations, allowance lists, and so forth, against which no stocks are ever recorded. Apply the generic stock number to end items of equipment when a number of production models are or will be available which are functionally interchangeable and must be identified separately. Show known national stock numbers (NSN) previously assigned to specific manufacturers for items applicable to a generic stock number on the PR. These are "stock as" stock numbers previously assigned to specific item(s) under the generic stock number.

5.6.2. When an item with a generic stock number is being purchased, do not cite that number on the contract. Cite on the contract either the "stock as" stock number shown on the PR for the contractor, or an NC number which the buyer must obtain from the IM. Obtain the contractor's part number or other item references from the contractor during the solicitation. Before the award, give the IM the contractor's part number or other reference so an NC number can be obtained and included in the contract. Replacement of the generic stock number with a "stock as" stock number will not constitute a reason to return the PR to the requirements activity for rework.

5.6.3. Upon receipt of the stock number replacement notification, the data entry personnel will notify the requirements activity citing the information received from the buyer. The requirements activity will make sure the generic stock number is replaced in the J041 system with the selected "stock as" stock number.

5.6.4. It is important that contracts not be awarded citing a generic stock number. Since the "stock as" stock number is required for logistic management, the contract will not process through the J041 system to postaward until the specific stock number is input. If this is not included in the contract, contracting buying personnel must obtain the proper stock number from the requirements activity and issue a contract modification.

5.7. Contracts and Orders Not Accepted by Contractor After Distribution. When a contractual action is not accepted by the contractor after the document has been distributed, the buyer will:

5.7.1. Contact the item manager to determine if the requirement is still valid.

5.7.1.1. If the requirement is no longer valid, take no further action to reactivate the purchase request.

5.7.1.2. If the requirement is still valid, coordinate with IM to reinstate PR in J041.

5.7.2. Prepare and send a change order to cancel the contractual document. Use the change order later to delete the contractual due-in records from J041.

5.7.3. When reprocurement action is to be taken (requirement still valid), start such action immediately.

5.8. Preaward and History Interrogation Capability. Contact the local data entry personnel for a procurement history record (PHR):

5.8.1. Daily Purchase History Record (PHR) (6CK). Contracting data personnel may interrogate the purchase history master record to produce a replenishment spare PHR or a modification or repair PHR on a specific NSN. If desired, the buyer or central contracting manager should contact the data entry personnel who will prepare the interrogation.

5.8.2. Special Purchase History Extraction (6CL). The J041 system analyst may interrogate the history master record to produce special purchase history extractions not readily available through normal PHR processing. Make requests for special history extractions on a need-to-know basis only. Since paper volume and computer time can be expensive for most of the special interrogations, local management will closely control and approve requests before an interrogation. The extractions produced will be based on input which may request one or more options shown for different types of historical information. Due to program memory restrictions, several interrogation limitations exist. Only one each of options 2, 3, or 4, and one of either 5 or 6 can be provided in a given processing cycle. This limitation does not apply to option 1 which can be provided without limit to number and in any combination with options 2 through 6. Do not process any of these interrogations in a preaward J041, quarterly, or annual end-of-fiscal year processing cycle.

5.8.2.1. Option 1- History of selected Contractor(s) for a Federal Supply Group (FSG) of Federal Supply Classification (FSC). The interrogation will produce a complete history or selected dates may be used to exclude inconsequential data. Sequence is by FSC and stock number within manufacturer's code.

5.8.2.2. Option 2- History of Selected FSC(s) in Stock number Sequence. One to 150 different FSCs can be produced per processing cycle. The interrogation will generate a complete history, or output may be restricted by the use of data parameters. Output may be further restricted through the use of optional selection controls.

5.8.2.3. Option 3- History of Selected Contractors in Stock Number Sequence. This option will generate history dates for selected manufacturers, regardless of stock number, in stock number sequence. The interrogation will generate a complete history for the manufacturer or output can be restricted by use of date parameters. History may be obtained for up to 150 selected contractors per processing cycle.

5.8.2.4. Option 4- History of Selected Contractors in PIIN Sequence. This option will generate history data for up to 150 selected manufacturers, regardless of stock number, in PIIN sequence. The interrogation will produce a complete history for the manufacturers or output may be further restricted through use of Optional selection controls.

5.8.2.5. Option 5- History of Contracts and Orders. This option will generate history data in PIIN sequence regardless of manufacturer or stock number. To control the volume of this option, use at least one selection control. Date parameters not exceeding 1 year are also required.

5.8.2.6. Option 6- History by Stock Number. This option will generate history data in stock number sequence. To control the volume of this option, use at least one selection control. Date parameters not exceeding 1 year are also required.

5.8.2.7. Option 7- Other special Purchase History Extractions. When user requirements cannot be satisfied by one of the six basic options above, or because of system limitations, and the need has been approved, the data systems section may contact HQ AFMC/PKS regarding the possibility of special one time program modifications to satisfy the need.

5.9. Contract Options. The system provides for alerting the item manager and a buyer that a contract should be reviewed for exercise of an option or follow-on requirement, if the date for the exercise has previously been appropriately input to J041. Input these dates either at contract award time by using the AFMC Form 453, or subsequently by file maintenance action to the active contract record. A monthly

product, Contract Options Expirations (J041.5YA), will list those contracts having dates expiring within 0 to 90 days from the output of the product.

Chapter 6

PREPARING AFMC FORM 453, BUYER DATA ABSTRACT

6.1. General. Use the AFMC Form 453 to submit codes and data from the buyer to J041 data entry personnel. The data fields shown on the form, at both document and line item level, are best known by the buyer. It is important the buyer prepare the form accurately and in a timely manner so the data entry is not delayed when the contract is being abstracted to the J041 system.

6.2. Instructions on Preparing the AFMC Form 453.

6.2.1. Check the proper block for each data element. This form is required for every contract/modification action generated in contracting with the exception of the automated DD Form 1155 and Non-PR actions, which do not impact obligated dollars. When the buyer uses the J023 system, prepare an AFMC Form 865, **Contract Input**/AFMC Form 866, **Keypunch Input**, instead of the AFMC Form 453.

6.2.2. Due to limitations on the form for entering line item data, use extra forms when the number of contract line items exceeds the number of available blocks. In such cases, use the reverse side of the form only and enter PIIN, BRANCH/BUYER CODE, and the page number at the top of the page. If the line item data are the same for all line items on the form, complete all blocks under the CLIN (normally 0001) and check the box "L/I DATA SAME FOR ALL L/I". Line item data must be prepared for each line item in a contact or order purchasing hardware or services, except for those data which apply to more than one line item. It is also required for contract or order modifications when information involves a new kind of item or changes to previously established data.

6.2.3. Instructions for Completing the Form.

6.2.3.1. Type Contractor Code: Code is mandatory for all actions. Type Business Code is automatically converted from this code and transmitted to DLA as part of the MILSCAP abstracting procedures.

6.2.3.2. Type Instrument: This code is mandatory for all basic documents, contracts, orders, orders against basic documents, modifications. Not applicable when selecting type contractor code "I".

6.2.3.3. PIIN Number: Enter the contract/order/ modification number of the document being abstracted.

6.2.3.4. Exception Reason: This is an optional field. Buyer/contracting officer may use this field if action is delinquent and exception code was not previously input.

6.2.3.5. DO/DX Code: This is the Defense Priorities and Allocation System code found on the purchase order. If two purchase orders having different ratings are combined, use the highest rated code. This code is a mandatory field. Not required for modifications.

6.2.3.6. Competition Code: The appropriate code as determined by FAR regulations and procedures apply. This is a mandatory field. Not required for modifications.

6.2.3.7. Extent of Competition Code: Mandatory field unless indicated under Type Contractor or Type Instrument codes. Not required on modifications.

6.2.3.8. Follow-on requirement option date: Enter the date the first option against the contract may be exercised. If the first option is exercised and there are follow-on options against the contract the next subsequent option date will be entered in this field. Process will continue until all options are exhausted.

6.2.3.9. Branch Section Buyer: Enter the current code of the buyer/contracting officer making the award. This is a mandatory field

6.2.3.10. Cycle Code: Optional field. Use only if the cycle has changed from that entered on the MS 02 transaction.

6.2.3.11. Kind of Contract Code: This will be the predominant purpose of the contract based on actual or estimated dollar value. This is a document level code. This is a mandatory field. Not required for mods.

6.2.3.12. Kind of Contract Supplement Code: Enter applicable code when the contract is being abstracted. Optional Code. Not required for mods.

6.2.3.13. Type of Contract Code: Code must be supported in the file by the proper Determinations and Findings, when applicable. This is a document level code. Mandatory code. Not required for mods.

6.2.3.14. Value Engineering Code: This is a mandatory field. Not required for mods.

6.2.3.15. Estimated Contract Completion Date: Use this optional data field to track contracting actions without a firm performance or delivery schedule. Code displays on the Contracts to be Closed Report (5WF).

6.2.3.16. Post Award Administration Code: This is an optional code, which allows the contracting office to track orders, modifications, and contracts, when the buying office retains post award responsibility.

6.2.3.17. Blue Ribbon Award Code: This code is mandatory for all contracts, orders, and orders against basic documents. Enter applicable code when the contract is being abstracted. Not required for mods.

6.2.3.18. Blue Ribbon Premium dollars: Enter premium dollars paid if Blue Ribbon Award Code "D" checked.

6.2.3.19. FMS Content Code: This code is mandatory for all contracts, orders, and orders against basic documents. Enter applicable code when the contract is being abstracted. Not required for mods.

6.2.3.20. Best Value Contracting Tools Code: This code is mandatory for all contracts, orders, and orders against basic documents. Enter applicable code when the contract is being abstracted. Not required for mods.

6.2.3.21. Multiyear: Indicate if Contract has multiyear provisions.

6.2.3.22. Options: Indicate if contract has option provisions.

6.2.3.23. Protests: Indicate if contract has had a protest prior to award.

6.2.3.24. Congressionals: Indicate if contract has had congressional action.

6.2.3.25. CPARS: Indicate if contract has CPARS requirements.

6.2.3.26. Line Item Data: Use of this code is for administrative purposes only. Proper use of this code will speed data entry and improve accuracy.

6.2.3.27. Line Item Number: Leave blank if data on obverse of form applies to all line numbers. Complete with contract line item number or subline item number if data differs for multiple line items.

6.2.3.28. AMOC Code. This is a line item level code. Check the actual method of contracting code from the purchase request. Leave the code blank for Category I and II MIPR items. Not required for modifications.

6.2.3.29. Price Evaluation Code: Enter code applicable to the line item being abstracted. The following applies to the use of price evaluation codes:

6.2.3.29.1. Price evaluation codes are not required on modifications or services contractual actions where line item level data are not present.

6.2.3.29.2. Always use price evaluation code A (Adequate Price Competition) for sealed bid contracts and never for a negotiated contract if only one responsive offer is received.

6.2.3.30. Additive Government Cost: This is line item level code. Check the box with the applicable type of government property, material or tooling supplied in support of the specific CLIN. This is a mandatory field.

6.2.3.31. Number Solicited: This is the total number of sources to whom the buyer/contracting officer sent the RFQ/RFP plus all others who requested copies of the solicitation. Count all responses received. Minorities only is a subset of "all sources", and will include women owned and other than women owned minorities.

NOTE:

Offers: Enter the number of responsive offers received from qualified sources. Minorities only will include both women owned and non women owned minorities. This is a mandatory field.

6.2.3.32. Inspection: Line item level code. This is a mandatory field.

6.2.3.33. Acceptance Code: Line item level code. This is a mandatory field.

6.2.3.34. CPARS: Document level code. If contract contains CPARs provisions mark "Y", if contract does not contain CPARs requirements mark "N". This is a mandatory field.

Chapter 7

EXCEPTION REASONS

7.1. Explanation and Special Guidelines.

7.1.1. Purpose of the Exception Reason Code. Exception reason codes identify, within the system records, the reason a contracting action is not completed within the standard time frame allowed for the contracting cycle involved.

7.1.2. Using Exception Reason Codes.

7.1.2.1. Optional. J041 coding personnel may input any valid exception reason code to the system when it becomes appropriate to describe a cause for delay in completing the contracting action.

7.1.2.2. These codes take precedence over optional codes above.:

7.1.2.2.1. Codes 25, 30, 53, 55, 56, 1Z, 2Z and 65. When a delay in excess of 7 days has occurred and one of these codes is the predominant reason, immediately input the exception reason code to the system regardless of the point in the cycle (except code 65 which is to be input only when the solicitation is awaiting MS 11.)

7.1.2.2.2. Documents Distributed Delinquent in Cycle. Always input to the system the exception code identifying the predominant reason for the delinquency, when a document is delinquent in cycle at distribution time. Documents are considered distributed when a mailing date is affixed and the required copies placed in the proper mail and distribution channels, regardless of the date of necessary data input for system update purposes. NOTE: A delinquent action will not abstract to post-award unless an exception reason code is input.

7.1.3. Special Guidelines for Selected Exception Reason Codes.

7.1.3.1. Local option (codes 49, 68, 69). If no other single exception reason code adequately describes the predominant reason for a delinquency, you may use these codes to depict this condition. Always document the reason(s) outside the system when these codes are used for possible future management review. Local management will closely monitor the use of these codes to ensure they are used only where necessary. When a single condition (or a single combination of conditions) does not have unique code assigned but does account for at least five percent of all delinquent actions over an extended period (3 or more months), document details to HQ AFMC/PKS and request assignment of a unique code.

7.1.3.2. Standard Exceeded in Accordance with Contracting Plan (code 55). Denotes an unusual instance where contracts processed within the cycle standard would be secondary to and not in line with contracting mission objectives. Management at least one level above the buyer must authorize code for each individual case Criteria for using this code requires first, the primary mission objective (that is, required contractual coverage date) will be met; second, the total contracting administrative leadtime does not exceed that provided and approved in the individual contracting plan. This exception may not be used when a document is delinquent to both the cycle and the contracting plan milestone schedule. Local management will monitor code use, as is done for code 65 exceptions. The following are examples of cases where the use of this exception may be authorized:

7.1.3.2.1. Where the PR/MIPR to exercise a contractual option or subsequent year's requirement of a multiyear contract is received much in advance of the contractually specified date and meeting the cycle standard would result in a premature commitment or obligation of the Government; provided that PR/MIPR required delivery or service start dates are not jeopardized.

7.1.3.2.2. Where unusual contracting action is contemplated (for example, Should Cost Study) in the Government's best interests, and meeting the cycle standard would preclude such action, provided the required delivery dates or service start dates are not jeopardized.

7.1.3.3. Document aging suspended, pending correction of line item deficiencies (code 07).

7.1.3.3.1. The input of this ERC in the PR, solicitation, or contract stage, will suspend document aging in that phase until the next milestone (for any line item) is processed. The correct usage of this procedure will require "pushing" the good, processible line items to another document master (that is, PR to a solicitation). Then ERC 07 is input on the initial document master, which now contains only the problem line item(s) which, formerly, would have required the entire PR to be returned to the requirements activity. A document which has an active ERC 07 assigned will reject other ERCs. On the Daily PR/MIPR Status (4DA) and Procurement Status by Buyer (4JE) products, ERC 07 will be designated as "*07." Subsequent to ERC 07 use if, a PR is returned to the requirements activity the return must be made under ERCs 82, 83, 84, 85, 87, or 8J.

NOTE:

A PR cannot be returned to the requirements activity after a partial PR award has been made, and the preaward monthly cycle has processed.

7.1.3.3.2. A clear audit trail must be established for use of ERC 07. Maintain coordination between Buyer and IM when exception reason code is used. Management no lower than a branch chief must approve use of ERC 07. Item managers still have the option of initiating partial or total PR cancellations. Use of this code will be made an item on local self-inspection checklists, and will be a part of the AFMC/IG review.

NOTE:

Exercise extreme care to ensure ERC 07 items continue to be worked and do not escape periodic review.

7.1.3.4. Awaiting Funds Exception Reason 65 (Contracting holding PR).

7.1.3.4.1. Procedures:

7.1.3.4.1.1. ERC 65 will be used when all administrative details, except for funds commitment, to process a contract award have been completed. If contracting is awaiting funds, ERC 65 will stop document aging.

7.1.3.4.1.2. The MS 07 must have been processed.

7.1.3.4.1.3. If a PR must be returned after ERC 65 has been input, return the PR under ERCs 82, 83, 84, 85, 87, or 8J.

7.1.3.4.1.4. Upon completion of MS 11 the number of days between ERC 65 date and contract award date will be subtracted from the days in cycle.

7.1.3.4.1.5. Other ERCs will not be accepted after ERC 65 has been input, except "MP".

7.1.3.4.1.6. Develop local procedures to ensure this ERC use is not abused. This will be included as an item in the local self-inspection checklist.

7.2. Exception Reason Transaction Preparation. Consider whether the PR/MIPR document is still in PR/MIPR status or has advanced to solicitation or to PIIN status prior to assigning ERC.

Chapter 8

PR/MIPR AND AMENDMENTS RETURNED FOR REWORK

8.1. General. Occasionally, the buyer may find, after receiving a PR/MIPR, that some significant deficiency exists which precludes further contracting action until the deficiency is corrected. A PR/MIPR and it's essential associated supporting data deficiencies, which require further requirements activity action, are covered here. Minor deficiencies or editorial errors, particularly those not requiring more information or initiation of a PR/MIPR amendment, should be manually updated by the buyer at IM request. If an update affects data within the J041 system record(s), immediately provide information to the IM for appropriate system record correction.

8.2. Use of Exception (Return) Reason Codes. Each PR/MIPR and amendment returned must have a reason for return. Exception reason codes 70 through 87 and 8J, identifies the most frequently applicable reasons for return .

8.3. Restrictions on Return of PR/MIPR and Amendments.

8.3.1. A basic PR/MIPR, to be eligible for return, must have been picked up (MS 00 processed) by contracting, and cannot be partially or totally on contract.

8.3.2. Do not return an amendment (as a unique document) after the amendment record within the system has been consolidated with the basic PR/MIPR record. Depending on the nature of the amendment, this will occur when the MS 00 is processed for amendments not affecting line item quantity or for those just adding a new line item, and when the MS 02 is processed for amendments affecting quantity on previously established line items.

8.4. Effect of Returns for Rework on Document Accountability and Delinquency Reporting.

8.4.1. When a basic PR/MIPR is returned for rework, contracting accountability for it ceases until it is returned to contracting (or a cancellation amendment is processed). While in rework, the PR/MIPR will continue to appear on the Contracting Status By Buyer Report with rework status indicated, but no contracting processing time will be charged for this period. When the PR/MIPR is returned from rework, contracting accountability for it resumes as does the time count. When delinquencies are computed, time spent in rework status will be deducted from total elapsed time to determine if the standard time is exceeded. When return was based on reason codes 82, 83, 84, 85, 87, or 8J, aging will resume the day after receipt back in P. At that time, the document will automatically be at day 0 in the selected cycle. Previous processing time will not be considered since it is assumed a new or revised solicitation will be required.

8.4.2. Amendment Processing. When an amendment is

received in contracting, the buyer must either accept or reject the amendment.

8.4.2.1. To accept the amendment process a MS 02 transaction. After the amendment MS 02 has been processed no other action can be processed against the amendment.

8.4.2.2. If the amendment is rejected the buyer will inform data entry personnel, who will delete the amendment from the system. This must be done prior to MS 02 transaction. If the MS 02 has processed, the buyer must coordinate with the item manager for a cancellation amendment.

Chapter 9

PROCEDURES FOR PROCESSING SURGE/TRANSFER PURCHASE REQUESTS

9.1. General. This chapter provides procedures for pro-cessing purchase requests (PRs) received from the inventory management (IM) ALC when a surge capability, either exercise or actual, is required; and inventory management responsibilities are retained by the prime ALC.

9.2. Responsibilities.

9.2.1. Assign buying personnel processing Surge or Transfer PRs a unique buyer code for these actions. The special code should be developed as follows:

9.2.1.1. If a new branch is set up to process these actions, then the first or branch position, that is, 2--, must not duplicate any other buying branch at the PO-ALC.

9.2.1.2. If only additional or pseudo buying sections are to be utilized then the first or branch position will remain the same. The second or section position of the buyer code will then be revised, that is, 3G-3V. If a new section is developed, then the third or buyer position of the code will be assigned in the normal manner. If the new section is really a pseudo section, then the same buying personnel will process Surge and Internal PRs, that is 3GH-3VH.

9.2.2. The assigned surge buyers will receive their PRs in the normal manner. Any problems of difference of PR structure and data should be discussed with the PACER_____ control office.

9.2.3. AFMC Form 376, **Administrative Commitment Document**, when required, must be forwarded via pouch mail to the IM-ALC for approval. Electromail should only be utilized when priority dictates.

9.2.3.1. PACER ___ Purchase Requests (PRs) in process by the packaging office (PO)-ALC citing stock funds Budget Program Activity Code (BPAC) FD20____ with Material Program Code (MPC IN____ may be obligated if aggregate amount involved is not more than $25,000 without submission of an ACD to the IM-ALC.

9.2.3.2. An ACD is still required on all PRs citing stock funds BPAC FD20____ with MPC.1D____, 1P____ and 1W____ regardless of dollar value. Send ACD to IM-ALC requirements activity.

9.2.3.3. ACDs are still required on all PRs citing investment funds or depot maintenance industrial funds (DMIF) for which funds were not committed on the PR. Send ACD to IM-ALC accounting activity.

9.2.3.4. ACDs are still required on PRs citing foreign military sales (FMS) direct site funds (BPAC 4F9999) for which funds were not committed on the PRs. Send ACD to IM-ALC requirements activity.

9.2.4. Discuss questions relating to Surge PRs with the item manager at the IM-ALC.

9.2.5. Buying personnel will identify PRs "PACER___" and return to IM for resolution. Notify data entry personnel to process PRs in rework status in J041.

9.3. Form Prescribed. AFMC Form 453.

STEPHEN L. DAVIS
Director of Contracting